



# CITY OF CONCORD

## NEW HAMPSHIRE

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### COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MINUTES

September 23, 2009

The meeting was convened at 12:00 P.M. in the Second Floor Conference Room, City Hall, 41 Green Street, Concord, NH 03301.

Present: Jeff Bart, Elizabeth Blanchard, Mark Coen, Allen Bennett, Dan St. Hilaire, and Nadine Salley

Absent: Janet Sprague, Michael Gfroerer, and Todd Haywood

Staff: Matt Walsh, Assistant for Special Projects

1. Minutes of June 24, 2009 meeting

The minutes were approved as presented.

2. Second Start Grant Award

Matt Walsh provided a brief update and informed CDAC that the grant contract has been approved and that Second Start is working on bid specifications for the project. It is anticipated that Second Start will bid the project in early October.

3. Revolving Loan Fund

a) Pilcher Loan: Matt Walsh informed CDAC that although the applicant had withdrawn his loan request, he thought it would be good for CDAC to discuss the application process for this loan. Specifically, Mr. Walsh stated that there appeared to be some confusion regarding how to treat income earned by Mr. Pilcher's live-in fiancé who is currently a full-time student and not named on the deed for the real estate. Discussion ensued about this issue. Mr. Walsh noted that he had researched HUD regulations regarding determination of household income and found that HUD recognizes three different methods of calculation: "Part 5 Annual Income", Census Long Form, and IRS Form 1040. Mr. Walsh stated that all handle income earned by full time adult students differently. After discussion, it was the consensus of CDAC that if an applicant wants to count unmarried, "significant other", members residing within the applicant's dwelling unit for the purpose of qualifying for a loan under the household income requirements set forth within the PIRP, then the debt of such individuals must also be considered as part of the application.

- b) Email Voting Policy: Matt Walsh noted this item is related to the Pilcher loan application. Specifically, he noted that CDAC had discussed the Pilcher loan during its June meeting and instructed staff to seek a final decision on the application via email after additional information was secured. While this helps respond to applications more efficiently, Mr. Walsh stated that it was his observation that using email was challenging as it did not afford the CDAC an opportunity to have a direct discussion or get the benefit of questions which other members might pose during their evaluation process. Members of CDAC present agreed that the use of an email vote for the Pilcher application was very challenging as the application was very complex due to the income issue. Dan St. Hilaire expressed concern about the use of email for nonemergency situations due to RSA 91-A right-to-know rules. After additional discussion, it was decided that email votes should only be used for true emergency situations and that decisions on regular applications should be made during regular meetings.
- c) Non-collateral Loans: Matt Walsh stated that this idea was generated by Joia Hughes who noted that some organizations have decided for small loans (i.e. less than \$2,500) to not seek collateral. Because Ms. Hughes was not available, Mr. Walsh suggested the topic should be tabled until the next regular meeting. Members of CDAC asked how this approach would benefit the City. Mr. Walsh stated that it could theoretically help reduce closing costs (which are absorbed solely by the City). The item was tabled until the next regular meeting for more discussion.
- d) Fund 2701 Outstanding Loans Report: Mr. Walsh noted that the customary spreadsheet had been included in the CDAC package. The Armano loan was discussed. Mark Coen inquired whether the staff had attempted to have a meeting with Mr. Armano to discuss his situation. Matt Walsh reported that Joia Hughes and Bev Rafferty had both had contact with Mr. Armano on numerous occasions without any positive results. Therefore, the issue of delinquency had been referred to the City Solicitor's Office for action. Mr. Walsh also discussed the Daneau loan and noted that Ms. Daneau's daughter, acting on her mother's behalf, had requested that the payment schedule be revised to quarterly payments. CDAC stated that there is no prepayment penalty for Ms. Daneau's loan and, therefore, she could prepay portions of the loan thereby resulting in defacto "quarterly payments" without officially changing her payment plan after the loan is made current.
- e) Fund 2701 Account Balance Report: CDAC reviewed the customary spreadsheet. It was noted that available funds would be appropriated by the City Council prior to the end of the calendar year.

#### 4. Other Business

There was no other business brought before the CDAC.

5. Adjournment

There being no other business brought before CDAC, and upon a motion duly made and seconded, with unanimous approval, the meeting adjourned at 12:45 P.M.

Respectfully Submitted,

Matthew R. Walsh  
Assistant for Special Projects